

CHECK LIST FOR APPLICATION COMPLETENESS

Projects applying for both state and federal tax credits must submit all of the following items:

FEDERAL PART 1 & 2 APPLICATION:

- ☐ Signed original Part 1 application form
- ☐ Fed ex account number for shipping application to Washington (optional, but substantially reduces review time at federal level. If not submitted with application, it will be mailed standard USPS – which takes approx. 3 weeks)
- ☐ Credit card form for fee billing (federal form) – optional but also significantly expedites federal review.
- ☐ Signed original Part 2 application form, filled out completely
- ☐ Good quality photos in duplicate. All photos must be labeled as described in instructions. Digital prints on plain paper are not acceptable – see Photographic Requirements (web site) .
- ☐ Duplicate applications
- ☐ Existing and proposed floor plans (in duplicate)
- ☐ Site plan of historic district for Part 1 (in duplicate)
- ☐ Indication of scattered site project, if applicable, in cover letter

STATE PART 1 & 2 APPLICATION (If applying for federal credits also)

- ☐ State application forms Part 1 & 2
- ☐ Application fee (check payable to Rhode Island Historical Preservation and Heritage Commission, in the amount of \$500.00)

Projects applying for state tax credits only must submit all of the following items:

STATE PART 1 & 2 APPLICATION ONLY (not applying for federal credits)

- ☐ Good before photos (see Photographic Requirements)
- ☐ Signed original federal Part 1 application
- ☐ Signed original federal Part 2 application, filled out completely (est. cost, project start date, area, and description of work)
- ☐ Existing and proposed floor plans
- ☐ State application Part 1 & 2
- ☐ Application fee (check payable to Rhode Island Historical Preservation and Heritage Commission, in the amount of \$500.00)

STATE & FEDERAL COMPLETION REPORTS (Part 3's)

- ☐ Accountant's Cost Certification for state Part 3
- ☐ Covenant for state Part 3
- ☐ Final review fee for state Part 3 (see instructions for amount due)
- ☐ State Part 3 application form filled out in its entirety and signed
- ☐ Good "after" photographs showing completed work, in duplicate.
- ☐ Fed ex account number for shipping package to Washington
- ☐ Credit card form for fee billing (federal form)
- ☐ Federal Completion Report form filled out in its entirety and signed, in duplicate.

STATE-ONLY COMPLETION REPORTS (not applying for federal credits)

- ☐ Accountant's Cost Certification for state Part 3
- ☐ Covenant for state Part 3
- ☐ Final review fee for state Part 3 (see instructions for amount due)
- ☐ State Part 3 application form filled out in its entirety and signed
- ☐ Good quality "after" photographs showing completed work.